|  |  |  |  |
| --- | --- | --- | --- |
| **TASK /ACTIVITY / PROCESS DESCRIPTION:** | **Potential exposure to COVID-19 (coronavirus)** | **DEPARTMENT/ SERVICE:** | Education  ECC |
| **LOCATION:** | ECC across EAC | **REFERENCE:** | **COVID-19** |

|  |  |
| --- | --- |
| **TYPES OF INJURY / LOSS / ILL HEALTH**  This should include injuries, acute and chronic ill health, psychological harm etc. For example, burns, fractures, bruising, lacerations, punctures, vibration white finger, occupational dermatitis, stress. | Flu like symptoms, shortness of breath, loss of sense of taste or smell, pneumonia, severe respiratory illness in some cases |
| **FOR EACH HAZARD, PLEASE IDENTIFY THE PERSON AT RISK (direct and indirect)**  Consider those especially vulnerable (young/inexperienced workers, members of the public, school pupils, the elderly, residents and contractors). | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **HAZARD / SOURCE OF HAZARD** | **PERSONS AT RISK** | **CURRENT CONTROL MEASURES IN PLACE** | **Severity Rating**  **(1 – 5)** | **Likelihood Rating**  **(1 – 5)** | **Risk Rating**  **L/M/H**  **(1 – 25)** |
| **1** | Contact with individuals suspected to have coronavirus | Employees | * Government guidelines are in place for isolation:   + 10 day isolation is required (10 day for symptomatic person), where anyone in a household has new symptoms, i.e. consistent cough, high temperature and / or loss of sense of taste or smell   + Shielding has been reintroduced due to an increase in the virus prevalence in the country   + Shielding advice must continue to be followed after vaccination.   + Parents, carers and early learning and childcare settings do not need to take children’s temperatures every morning.   + Isolation for 10 days if contacted by an NHS tracer to confirm contact with an individual who has tested positive * Employees/Parents/Children will not attend the ECC if they:   + Are under instruction to continue shielding   + Have symptoms of coronavirus, for 10 days after onset of symptoms   + Are required to isolate for 10 days due to a household member having coronavirus symptoms * Good enhanced hand hygiene is essential at all times, thorough washing or use of sanitising gel and refrain from touching the nose, mouth or eyes with unwashed hands * If any cases are identified anyone within the school, public health procedures will be implemented to assess the risk to others who have been in contact with them. * In the event of a positive test, Health Protection Team will advise on any requirement to isolate. * Arrangements should be made for new and expectant mothers to work at home from their 3rd Trimester (28 weeks). * Staff will be encouraged to use private transport if they can, and if use of public transport is required they will maintain physical distancing guidelines and wear a face covering. * Where anyone develops coronavirus symptoms in school, management will be notified and arrangements made for them to go home. The use of school transport for those displaying symptoms should be avoided and private transport used wherever possible. * Staff supervising an individual who is displaying symptoms of coronavirus must wear a fluid resistant surgical mask provided in the first aid PPE packs, and the child/pupil may also wear one if they are able. * A designated area will be used for those with coronavirus symptoms to wait to be picked up, this will be away from others and windows opened where practical. * Management will arrange for staff to be tested, as category 3 key workers where required. * Staff testing negative can return to school as long as they have no fever for 48 hours and feeling well and the rest of your household do not need to isolate. ​ * Staff/Children/Pupils who have been to any country must quarantine for 10 days after return. * HR procedures must be followed where any self- isolation is required due to travel. * Parents can have children under the age of 5 tested. * Deep cleans will be undertaken by Facilities and Property Management after a confirmed case has left the premises. * The new shielding risk assessment must be carried out for all staff who were previously shielding in line with the Scottish Government 5 tier system. Link below:   [Shielding Risk Assessment](http://eacintranet/Services/HealthandSafety/COVID-19/Education/Individual-Covid-19-Risk-Assessment-Shielding-ED.docx)   * Enhanced measures for children and staff, at highest clinical risk in schools/ELC settings in local areas at Protection Levels 3 and 4 must be followed. * Where a child attends more than one setting, consideration should be given to sharing of record keeping across settings, to assist with any Test & Protect process. Any records should be managed in way which is consistent with the requirements of GDPR * Management will carry out individual risk assessments for those staff who are categorised as vulnerable from the COVID Age Risk Assessment. * The COVID age assessment should be carried out for all employees from a BAME background or with underlying health conditions which make them vulnerable to coronavirus, even if they are already back at work. * Management must notify the Care Inspectorate in the event of any confirmed or suspected outbreak. Similarly, management must also follow Health & Safety and HR procedures. * Management and staff in the setting will ensure they are familiar with COVID-19 advice available from Health Protection Scotland before the service reopens. * If a parent/carer or staff member is contacted by a contact tracer and told to self-isolate for fourteen days, the person should leave the setting to self-isolate at home straight away and, if possible, wear a face covering on route and avoid public transport * If a child or staff member tests positive, the contact tracer will take into account the close contacts the person has had within the setting. * Lateral Flow Testing Kits to be used as instructed. * If staff or learners are working/learning from home, and not attending school, they should not use the testing kits. | **4** | **2** | **8** |
| **2** | Building/ELC Setting Safety | Employees  Children  Parents/Carers  Visitors | * All new staff to the ECC will receive an induction on COVID safe measures for the setting i.e. infection control, physical distancing etc. * Enhanced clean will be carried out every day by Facilities and Property Management. * Appropriate cleaning of tables, toys etc will be undertaken throughout the day and in between sessions by staff. * Facilities and Property Management staff will carry out robust cleaning throughout the day. * A clear desk policy within the office, staff areas is required to ensure adequate cleaning can be undertaken by F&PM at the end of the day. * Staff must ensure surfaces/desks are cleaned after use. * Shared desk areas must be cleaned after use. * Car sharing should be avoided where possible. [Car Sharing Bulletin](http://eacintranet/Services/HealthandSafety/Bulletins/Bulletins-2020/Car-Sharing-mandatory-wearing-of-face-coverings.pdf) * Type 2R mask must be worn by all staff, unless exempt for medical conditions whilst moving around the ECC/School communal areas. | **3** | **1** | **3** |
| **3** | Children arriving to and from ECC | Employees  Children  Parents/Carers  Visitors | * A hand sanitising station must be provided at the entrance to the ECC. * Clear signage on physical distancing and hygiene procedures will be displayed immediately upon entering the ECC. * Child friendly posters and information will also be displayed. * ELC staff will encourage the children to wash their hands as soon as possible following arrival. * Parents will be encouraged to practice good hand hygiene prior to arriving at the ECC. * Face coverings to be worn at drop-off/pick-up by Parents/Carers. * While adults should practice physical distancing, this is not always possible when young children are passed between parents and the ELC staff. Where close contact between two adults occurs, the receiving adult should ensure that they thoroughly wash their hands after contact. * Where possible, Head of Centres will stagger arrival and departure times for the children. * Clear guidance to be provided to avoid parents congregating in playground or ECC/school grounds. * Parents/Carers to be discouraged from gathering outside. * A risk assessment for drop off/pick up should be in place and reviewed on a regular basis. * Where possible, the ECC/school Janitor will help direct parents and children. * Appointed ELC staff member will welcome parents and children at the designated area for each cohort of children arriving at the ECC. Where possible, parents should not come any further than the designated drop off area. The reverse will happen at pick up. * Appointed ELC staff member welcoming the children will be mindful of any children displaying symptoms prior to entering. * ELC will communicate any new arrangements to parents in advance of children returning i.e new routines and procedures that children and families will need to follow and understand. | **3** | **2** | **6** |
| **4** | Minimising contact between groups of children/staff | Employees  Children | * Settings should establish cohorts of children who will work together consistently throughout sessions. * The maximum number of children aged 3 to 4 years in a group that can mix with each other does not exceed 25 to 33 children * Each group up to a maximum of 25 to 33 children should not mix with another group of 25  to 33 children * More than one group can use a large space, but children should not mix freely with children in other groups. * 2m Physical distancing between ELC staff in the ECC will be adhered to at all times. * Settings should ensure where possible the same staff work together consistently throughout sessions/work patterns. * ELC staff will consider removing any unnecessary items in the ECC to maximise capacity and decrease the number of items requiring cleaning. * Toys and equipment which are easy cleaned should be used. * Used resources such as toys/equipment will be cleaned down at the start or end of each day and between am/pm sessions, and wipes etc. disposed of in general waste. * Where possible, children should be discouraged from bringing toys from home to the setting. * Comforter or transitional objects brought from the home setting should be managed by the key worker. * Children will be assigned where possible into the same fixed cohorts and key worker. * Workstations/areas will have access to hand sanitiser, cleaning material, paper towels * Increased use of outdoor spaces to be used where possible. * Good enhanced hand hygiene is essential at all times, thorough washing or use of sanitising gel if soap and water is not available and refrain from touching the nose, mouth or eyes with unwashed hands. Please note that sanitising gel is not suitable for children under 12 months. * ELC staff will remind the children throughout the day about handwashing. * Where ELC staff and children have to work in close proximity to support a child with ASN, safety measures will be identified within a separate risk assessment. * The impact of ELC staff wearing a face covering for very young children with additional support needs, including any level of hearing loss, should be risk assessed separately * Face visors to be used as alternatively to see through face coverings. * Staff to ensure their familiar with the below link: Additional support also provided the Ayrshire Hearing Impairment Service * <https://www.ndcs.org.uk/blog/face-masks-and-communication-coronavirus-info-for-families-of-deaf-children/> | **4** | **2** | **8** |
| **5** | Minimising contact with soft furnishings | Employees  Children | * Soft furnishings such as throws should be removed, unless clearly required. * If required, they should be used for individual children and should be washed after use. * Where children sleep or nap in the setting children should have individual bedding, stored in individual bags. * Bedding should be laundered frequently and as a minimum weekly. * A cleaning regime must be in place for sensory room and soft play areas, to ensure safe use. | **3** | **2** | **6** |
| **6** | Day to day activities including:-   * Playing with games, equipment, toys, yoga, outdoor play * Sand/Water/Playdough * Singing * Snack time * Toilet training/changing of nappies * Toothbrushing | Employees  Children | * **All existing risk assessments still apply for task specific activities**. * Large organised group singing is not permitted. * Children should not be discouraged from signing naturally during play or activities. * Singing can also be used to comfort young children when necessary. * Children do not have to physical distance from each other or other adults. * Children aged 5 and under do not have to wear a face coverings in an ELC setting. Anyone (whether a child or adult) wishing to wear a face covering in any part of the setting should be permitted to do so. * It is recommended that children access toys and equipment that are easy to clean. * ELC staff to ensure that there is sufficient equipment set out in open plan spaces or rooms. * Where possible, additional space will be considered for children with additional support needs. * ELC staff will reorganise play areas and utilise other rooms where possible. * Resources such as sand, water and playdough can be used with regular cleaning of the equipment used. * Water and playdough should be replaced on a daily/sessional basis, when group changes. * Tooth brushing can continue within the ELC setting. [Childsmile guidance](http://www.child-smile.org.uk/documents/5040.aspx) * Multiple cohorts of children should not use outdoor/indoor equipment simultaneously. * **Staff where possible will minimise the mixing of cohort groups**. * **Settings are encouraged to maintain as much consistency as possible in the staff who work in close proximity, especially in areas where physical distancing is more challenging.** * **Setting where possible will ensure the same group of staff working together consistently across each week will reduce the risk of transmission among staff.** * Brief interactions such as passing in corridors or crossing play spaces to access other space are considered low risk. * Each setting should ensure that adequate space is available for cohorts to transition between spaces whilst minimising contact (from indoors to outdoors or to the toilet). * Snack time breaks will be staggered/set times for each cohort group. * Surfaces in dining/snack areas will be wiped down and disinfected in between use. * All crockery used at snack times will be thoroughly cleaned and dried before restoring. * Additional PPE at meal and snack times is not required. * Handwashing will take place before and after eating, after toileting, at regular intervals throughout the day and when moving between different areas (different rooms or between inside and outside). * Good hand hygiene is essential at all times, thorough handwashing is essential. * Assist children who have trouble washing their hands properly. * Hand soap and paper towels should be at easy reach for the children. * Encourage children not to touch their face, use a tissue or elbow to cough or sneeze. * Routine cleaning and disinfection of all equipment, toys and surfaces being used. * Where adults cannot keep 2 metres distance from other adults due to exceptional circumstances, type 2R mask must be worn. * Face coverings/masks are not required when interacting with children. |  |  |  |
| **7** | Outdoor use |  | * Outdoor use will be maximised every day, fixed cohorts will be staggered for outdoor play. * Free flow indoor/outdoor play cannot take place as one group with a maximum of 25 to 33 children cannot mix with another group. * Where possible parents should provide the necessary clothing for outdoor play. Where this is not possible, children should not share outdoor clothes or footwear. * Within any public spaces staff should be aware at all times of the need to keep children distanced from any other children who are not part of the setting, or other adults who may be in the area. * Outdoor equipment should be cleaned between groups i.e bike handles etc * Outdoor sandpits or mud kitchens staff should clean equipment children use in these activities between use by groups of children. * Maximising the use of the outdoor environment for dining |  |  |  |
| **8** | Using communal areas / items such as kitchen areas, toilets, break out rooms. | Employees | * Handwashing facilities/hand sanitisers must be available to children and all staff. * Staff must wash hands when crossing into different rooms/areas. * Do not share any food or drink items i.e tea/coffee/sugar/milk /biscuits/buffets/tins of sweets etc in staff areas. * Staff must maintain 2m apart during break times. * Staff must use their own cups, plates and cutlery. * Kettles, fridges or any other items with common handles should be wiped down after use. * Signage advising of hand hygiene and physical distancing must be erected in prominent locations. * Where possible, all staff and fixed groups will enter and exit from different doors, while ensuring fire procedures are followed. Note – this will not be practical in some settings. * Staff should use a direct route when entering and exiting the building, avoiding walking through areas or rooms they would not normally be in – this may mean using the same door for entering and exiting the building. * Secure entrances will use chipped badge entry over keypads where possible, and handles, keypads etc. will be cleaned regularly * **Doors which are for NOT for fire safety purposes can be wedged open to reduce requirement for touching handles. Appointed member of staff must close these at the end of each day.** * Good hand hygiene is essential at all times, thorough washing or use of sanitising gel and refrain from touching the nose, mouth or eyes with unwashed hands * After breaks staff will regularly clean touch point areas, e.g. door handles, keypads, kettles, taps etc. * Breaks will be staggered where possible to reduce the number of people in the kitchen / staff room at any one time, and physical distancing will be maintained * Dishes will be washed using regular detergent, dried and put away, and sponges kept hygienic * Staff will sanitise / wash their hands before and after using the kettle, microwave, water cooler etc. and high touch areas of the appliances will be cleaned regularly * staff will be responsible for cleaning desks, phones, keyboards after use and personal items, etc * In narrow corridors, Staff should wait at the end if possible to allow others to pass, to minimise the requirement to pass closely in the area. If this cannot be avoided they should face away from each other when passing, if possible. * Staff will be reminded to keep to the left when using corridors / stairwells. * Bottleneck areas within the setting should be clearly identified with signage and communicated to all staff. | **4** | **2** | **8** |
| **8** | Carrying out first aid provision, personal care and dealing with any existing medical conditions | Employees  Children | * **All existing risk assessments and emergency protocols procedures still apply and must be adhered to.** * Handwashing facilities/hand sanitisers must be available to staff. * Signage advising of hand hygiene and physical distancing must be erected in prominent locations. * If anyone feels or appears to be showing any of the COVID symptoms, a ventilated space must be identified until they can be collected by a parent. * Staff carrying out intimate care should wear an apron and gloves; face mask/visor should only be worn as per individual risk assessment for a child or a member of staff. * Staff should have access to disposable single use gloves for spillage of blood or other body fluids and disposing of dressings or equipment. * Staff have been provided with First Aid PPE kits. * Staff have been issued with the First Aid and RPE guidance. * Staff have been shown how to wear and remove PPE correctly as per training video. * Staff who are supporting children and young people with complex needs will need to follow HPS guidance. * Hand hygiene is essential before and after all contact with the child before putting on PPE, after removal of PPE and after cleaning equipment and the environment. Hands should be washed with soap and water. | **3** | **2** | **6** |
| **9** | Emergency situations   * Fire evacuations, emergency evacuation | Employees  Children | * Evacuation procedures will be specific for every ECC, taking into consideration any layout changes, entry/exit points altered. * Staff will direct the children in the normal manner to exit the building and report to the assembly point. * Once the children have returned to the ECC areas of high contact, i.e. door handles, will be disinfected. | **3** | **1** | **3** |
| **10** | Visitors to the premises | Employees  Members of the public | * Handwashing facilities/hand sanitisers must be available to visitors. * Signage advising of hand hygiene and physical distancing must be erected in prominent locations. * When traveling with in the premise visitors must travel on one side of the corridor, i.e. <left or right>. * High touch point areas will be cleaned regularly, e.g. doorbells, door handles etc. * Public access, this will be restricted to appointments only until public service/ELC/Schools areas can be fully opened. * When making an appointment potential visitors will be advised that they will not be permitted access to the premise outwith their appointment time to prevent overlap of visitors. * Appointments must be timed to prevent overlap of visitors. * Where required, face to face appointments will be held in well ventilated rooms * Hand sanitiser will be available at entrances and signage in place to remind of hand hygiene and distancing guidelines * Meetings will be held virtually/over the phone wherever possible, to minimise the requirement for visitors to the building * *Staying COVID-19 Secure* poster below, must be signed off by a senior manager, will be displayed at building entrances. | **3** | **1** | **3** |
| **11** | ELC activities, external visits , visits from other agencies/professionals such as:-   * Visiting outdoor greenspaces * Social Workers * ELC Community Practitioners * Health Visitors * Speech and Language Therapists * Education Psychologists | Employees  Children | * Movement between ECCs (temporary, supply and peripatetic staff) should be kept to a minimum. * Head of Education has agreed a maximum of 2 ECCs/schools per week for staff groups. Individual children’s needs must be considered at all times and a separate risk assessment may be required to allow additional visits to ECCs/schools. * The ECC where possible in the first instance should determine whether the support/service/professional can be delivered virtual or outdoors. * Separate risk assessment must be carried out before any additional supports or services are carried out within the ECC/school * Head of Centre/Head Teacher should ensure an accurate record of visitors is carried out for Test and Protect. * ECC should follow the normal risk assessment process for trips and, as normal, should undertake full and thorough RAs in relation to all educational visits to establish whether they can be done safely. * Head of Centre/Head Teacher must follow the guidance on trips and visits. * Short local excursions which promote outdoor learning (such as a short visit to a local park or green space) are permitted for those providing they are appropriately risk assessed. * All other precautions must be implemented when considering the introduction of activities/visits to mitigate the risks of COVID i.e. Hygiene, cleaning, ventilation, minimising contact, physically distancing and wearing of appropriate PPE. |  |  |  |
| **12** | Ventilation | Employees  Children  Visitors | * Facilities and Property Management will work with ECCs/ Schools to identify areas of limited fresh air supply to improve ventilation. * Staff should partially open doors and windows to provide ventilation. * Opening high level windows in preference to low level to reduce draughts * Staff should open windows when rooms are being unused * Staff should continue to ensure all other control measures personal hygiene, symptom vigilance, enhanced cleaning and distancing is also followed. * Doors which are for NOT for fire safety purposes can be wedged open to reduce requirement for touching handles. Appointed member of staff must close these at the end of each day. | **3** | **2** | **6** |
| **13** | Blended Placements | Employees  Children  Childminders | * Parents and carers should be encouraged and supported to limit the number of settings their child attends. * For children who attend more than one setting, consideration should be given to ensuring their child only attends the same setting(s) consistently. * Existing blended placements may continue provided they are supported by a reviewed risk assessment in conjunction with the parent/carer/ECC/setting. * Increased demands for blended placements on the wider opening of Schools/ECC should be assessed on a case by case basis. * Childminders and other key workers may undertake drop-off and pick-up from other ELC settings but physical distancing with other adults must be maintained. * Sharing of record keeping across settings, to assist with any Test & Protect process. Any records should be managed in way which is consistent with the requirements of GDPR. * Where a child attends multiple settings consideration must be given to:- * How they are supported for good handwashing techniques * Not sharing resources * Maintaining the same consistent bubbles | **3** | **2** | **6** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ADDITIONAL CONTROL MEASURES** | **Severity Rating**  **(1 – 5)** | **Likelihood Rating**  **(1 – 5)** | **Final Risk**  **Rating**  **L/M/H**  **(1 – 25)** | **Actioned By**  **(Print Name)**  **&**  **Target Date** | **Date Control(s) implemented** | **Sign to Confirm** |
| **1** | Individual recovery plans are being developed for each establishment |  |  |  |  |  |  |
| **2** | Staff should feel confident to continue to cuddle children in line with their needs. |  |  |  |  |  |  |
| **3** | Extending / altering opening times and core hours, and staggering work patterns where possible to minimise the occupancy at any one time |  |  |  |  |  |  |
| **4** | Specific risk assessment for individual children who require additional support may be required. |  |  |  |  |  |  |
| **5** | When using different areas of the ECC for different cohorts, be mindful of where medication is stored. This should remain easily accessible (particularly inhalers). |  |  |  |  |  |  |
| **6** | Arrange Staff into groups where possible, so that there is minimal mixing between groups in playrooms or outside. |  |  |  |  |  |  |
| **7** | Consider whether a flagging system could be used to check if adult toilets are occupied, e.g. open the access door and ask if anyone is in or a moveable sign, would be practical. |  |  |  |  |  |  |
| **8** | ELC settings will be provided with a checklist type document for staff to remind them of physical distancing, hand hygiene, cleaning procedures etc. |  |  |  |  |  |  |
| **9** | Ensure both the child and parent is comfortable with the handover and make arrangements if a child is distressed for the parent to comfort them without the parent coming into contact with other children or staff indoors. |  |  |  |  |  |  |
| **10** | Consideration to be given on displaying a map in the setting detailing entry/exits and new circulation patterns. |  |  |  |  |  |  |
| **11** | Moving between ELC settings should be avoided during this period, except in circumstances where the individual works with the same group of children or requires to provide cover. |  |  |  |  |  |  |
| **12** | Wellbeing resources are available for all staff on the Council’s Wellbeing Page. Children and Family resources will be made available from Nicola Stewart, Principal Psychologist |  |  |  |  |  |  |
| **13** | Sharing information between families and staff should be carried out virtually, phone calls, emails etc to minimise face to face communication. |  |  |  |  |  |  |
| **14** | ELC settings will keep clear records of children, adults and staff attending their settings. |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ASSESSOR(s) PRINT NAME/JOB TITLE:** | Michelle Stokes  Health and Safety Advisor | **ASSESSOR(S) SIGNATURE:** | *Michelle Stokes* | **ASSESSMENT DATE:** | 22 June 2020  **Reviewed:-**  7 August 2020  20 August 2020  17 September 2020  February 2021 |
| **MANAGER PRINT NAME/JOB TITLE:** | Janie Allen  Strategic Education Manager | **MANAGERS SIGNATURE:** | *Janie Allen* | **REVIEW DATE:** | 25 June 2020  August 2020  November 2020  February 2021 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ASSESSMENT REVIEWED BY:** | Laura Rinaldi | **REVIEW DATE:** | 5 October 2020 | **REVIEW DUE:** | As situation develops |
| **ASSESSMENT REVIEWED BY:** | Michelle Stokes | **REVIEW DATE:** | 6 November 2020 | **REVIEW DUE:** | As situation develops |
| **ASSESSMENT REVIEWED BY:** | Laura Rinaldi | **REVIEW DATE:** | 14 December 2020 | **REVIEW DUE:** | As situation develops |
| **ASSESSMENT REVIEWED BY:** | Michelle Stokes | **REVIEW DATE:** | 17 February 2021 | **REVIEW DUE:** | As situation develops |

**Staying COVID-19 Secure**



We confirm we have complied with the government’s guidance on managing the risk of COVID-19

**FIVE STEPS TO SAFER WORKING TOGETHER**

We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here



We have **cleaning, handwashing and hygiene procedures**



in line with guidance

We have taken all reasonable steps to **help people work from home**



We have taken all reasonable steps to **maintain a 2m distance** in the workplace



Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**



Employer Representative

Date

Who to contact: [plan\_maintenance@east-ayrshire.gov.uk](mailto:plan_maintenance@east-ayrshire.gov.uk)

[healthandsafety@east-ayrshire.gov.uk](mailto:healthandsafety@east-ayrshire.gov.uk)